

APPROVED

**FORT ERIE PUBLIC LIBRARY
REGULAR BOARD MEETING
CENTENNIAL BRANCH BOARDROOM
MINUTES
May 15, 2018**

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT
Patrick Baichoo	Kenneth Burden
Nick Dubanow	George McDermott
Larry Graber	
Susan Jovanovic (from 5:45 p.m.)	
Gerard McCutcheon	
Terry Moore	
Barbara Ruegg	
STAFF PRESENT	GUESTS PRESENTS
Craig Shufelt, CEO	
Maria Brigantino, Business Administrator	
DELEGATES PRESENT	
0	
AUDIENCE – NUMBER OF PEOPLE IN ATTENDANCE	
0	

The meeting was brought to order by the Chair at approximately 5:30 p.m.

1. APPROVAL OF AGENDA

1.1 Approval of Agenda

18-028 Moved by: Nick Dubanow
Seconded by: Barbara Ruegg

That the Agenda of the May 15, 2018 Regular Board Meeting be approved as presented.
Carried

2. DECLARATION OF CONFLICT OF INTEREST

None.

3. DELEGATIONS

None.

4. CONSENT AGENDA

- 4.1 Approval of Minutes: Regular Board Meeting, April 17, 2018**
- 4.2 Report # FIN-18-005: Confirmation of Accounts**
- 4.3 Report # CEO-18-013: Circulation for April**
- 4.4 Report # CEO-18-014: Friends of the Library Minutes**

18-029 Moved by: Larry Graber
Seconded by: Terry Moore

That Consent Agenda Items 4.1, 4.2, 4.3, and 4.4 of the May 15, 2018 Regular Board Meeting be approved as recommended.

Carried

5. BUSINESS ARISING FROM PREVIOUS MEETING

None.

6. ACTIVITY REPORTS

6.1 Library Activity Report # CEOACT: 18-006

18-030 Moved by: Terry Moore
Seconded by: Barbara Ruegg

That the Library Activity Report # CEOACT: 18-006 May 15, 2018, be accepted.

Carried

A copy of Report #CEOACT: 18-006 was circulated to Board members for information. There was no business arising from the report

7. NEW BUSINESS

7.1 2017 Draft Audit: Report # FIN-18-006

18-031 Moved by: Patrick Baichoo
Seconded by: Nick Dubanow

That the Fort Erie Public Library Board approve the 2017 Audited Financial Statements as prepared by Grant Thornton Chartered Accounts for the Fort Erie Public Library Board,

And further that the Fort Erie Public Library Board receive the “Reports to the Board-Communication of Audit Strategy Results”

And further that the Chair and Vice Chair sign the 2017 Audited Financial Statements on behalf of the Library Board.

Carried

Copies of the 2017 draft audit as completed and presented by Grant Thornton were distributed to the Board to review. The CEO briefly reviewed the auditors’ findings and our current financial standing.

7.2 2018 Goals and Objectives: Report # CEO-18-015

18-032 Moved by: Larry Graber
Seconded by: Terry Moore

That the Fort Erie Public Library Board approve the 2018-2019 Goals and Objectives as presented.

Carried

As directed by the Fort Erie Public Library Board, the CEO compiled the 2018-2019 Goals and Objectives. The document was circulated to Board Members for review and approval.

8. POLICY AND BY-LAWS

8.1 The Library and Political Elections: Report # POL-18-152

18-033 Moved by: Terry Moore
Seconded by: Barbara Ruegg

That the Fort Erie Public Library Board approve the Library and Political Elections Policy as presented.

Carried

There is a new Municipal legislative requirement related to election resources which came into effect on May 1, 2018. All local boards, including every library board in Ontario, are required to establish rules and procedures with respect to the use of board/library resources during a municipal election campaign. A draft copy of the Library and Political Elections Policy was circulated to the Library Board for review and approval. The policy meets the requirements of the amended legislation (Bill 181) and incorporates similar policy statements contained within the Town of Fort Erie By-law "Use of Corporate Resources for Election Purposes for the Town of Fort Erie".

8.2 Health and Safety Policies: Report # POL-18-153

18-034 Moved by: Barbara Ruegg
Seconded by: Patrick Baichoo

That the Fort Erie Public Library Board approve the revised Health and Safety Policy, Harassment in the Workplace Policy and Violence in the Workplace Policy, as presented.

Carried

Under the Provincial *Occupational Health and Safety Act*, all employers with more than six employees are required to approve a corporate Health and Safety policy statement, Harassment in the Workplace policy statement and Violence in the Workplace policy statement. These policies are reviewed annually and updated if necessary. Copies of the policies were circulated to the Board for their review and approval.

9. ENQUIRIES BY MEMBERS

None.

10. MEETINGS

10.1 Regular Meeting of the Board Tuesday, June 19, 2018
5:30 p.m. Centennial Boardroom

11. CLOSED SESSION

None.

12. ADJOURNMENT

As there was no further business, the Chair of the Board declared the meeting adjourned at approximately 5:57 p.m.

The undersigned have reviewed the unapproved Minutes of the May 15, 2018, Regular Board Meeting in preparation for distribution to the Municipal Council of the Town of Fort Erie.

Gerard McCutcheon, Chair

Craig Shufelt, CEO